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County of San Diego

DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES

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SANDY PARKS
ASSISTANT DIRECTOR

WEIGHTS & MEASURES
(858) 694-2778
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Dear Valued Customer:

Registration, testing and sealing of weighing and measuring devices (such as scales and meters) used for commercial purposes, is required by law before being used or placed into service. Testing and sealing ensures a fair and equitable marketplace, while registration fees offset the costs of inspection, testing, and sealing.

REGISTRATION REQUIRED:

- ☐ Make any necessary changes on the enclosed Annual Registration Application.
- ☐ Return the bottom portion of the application with the required fees due.
- ☐ Send all applicable fees -- location fee, State Administrative Fee,* device fee and any penalties accrued:
 - By check or money order payable to: *County of San Diego*.
 - By Visa or MasterCard accepted with signed authorization form.
 - In person at our office, Monday-Friday, 8:00 a.m. to 4:00 p.m., excluding holidays.
- ☐ Keep the top portion for your records; expiration date is on the top of the application. Your registration is valid once your application and fees are received; permits or certificates will no longer be mailed.

*NEW ADMINISTRATIVE FEE: Effective March 6, 2012, we must also collect and remit a *State Annual Device Administrative Fee* to the California Department of Food and Agriculture, Division of Measurement Standards (CDFA). The fee:

- Helps CDFA offset the costs of providing technical training, oversight, support, and coordination to County Sealers.
- Shall be assessed on every commercial scale or meter registered with the County Sealer.
- More information: <http://www.cdfa.ca.gov/dms/regulations.html>

DUE DATE AND PENALTIES:

- Registrations not received or postmarked within 30 days of the due date are considered delinquent and will accrue penalties. (Your due date is on the enclosed application form.)
- 50% penalty is levied every 30 days past the due date, up to 200% penalty.

ADDITIONAL INFORMATION:

- Effective in January 1, 2012, registrations are now distributed throughout the year. Check your enclosed form for your twelve month registration period and expiration date.
- A separate registration application (with applicable fees) is required for each business location with one or more commercial scales or meters.
- Registrations are not transferable from one person to another or from one location to another. If your business moves or is sold to new owner, a new registration is required.
- Annual registration is the responsibility of the person who owns or uses these devices.
- All sub-meters must be boxed and properly labeled with the location name. Our sub-meter lab will no longer accept meters that are loose (unboxed).
- Please submit at least 10% of each type of sub-meter (electric, vapor and water) annually to ensure all sub-meters are tested at least once every ten years, unless other arrangements have been made with the County Sealer, according to the schedule on the reverse side.
- Please pick up the completed sub-meters when notified within 90 days or they will be subject to disposal as unclaimed property.

RESOURCES:

- Information on line: <http://www.sdcounty.ca.gov/awm/wm.html>.
- Please call: 858-694-2778, Monday – Friday, 8:00 a.m. to 4:00 p.m.

TESTING SCHEDULE FOR SUB-METERS by ZIP CODE

1ST QUARTER ZIP CODES JANUARY-MARCH	2ND QUARTER ZIP CODES APRIL-JUNE	3RD QUARTER ZIP CODES JULY-SEPTEMBER	4TH QUARTER ZIP CODES OCTOBER- DECEMBER
91905	91901	91932	91911
91906	91931	91950	91935
91910	91945	91978	91942
91913	91977	92008	91962
91917	92005	92020	92002
91934	92019	92026	92009
91941	92025	92031	92021
91948	92029	92040	92027
91963	92037	92056	92032
92003	92054	92064	92057
92004	92061	92071	92065
92014	92070	92084	92078
92024	92083	92103	92081
92028	92102	92107	92086
92035	92106	92111	92104
92036	92110	92113	92108
92060	92116	92117	92114
92069	92119	92118	92120
92082	92137	92127	92139
92101	92154	92536	92173
92105	92590	91915	91980
92109	91902	91947	92010
92115	92075	92122	92041
92126	92077	92123	92055
92302	92121	92124	92007
92130	92133	92129	92128
92131	92136	92135	92145

1. Locate the zip code where the sub-meters are in use to determine the quarter in which to submit them.
2. Submit 10% of each type of sub-meter for testing during the indicated quarter **Monday through Friday 8:00 a.m. to 4:00 p.m.** *Example: Zip code 91932 is in Quarter 3 so meters should be submitted between July and September.*
3. Please label the meters with their installation location and bring them to:

**Department of Agriculture, Weights and Measures
9335 Hazard Way San Diego, California 92123**